

## Addendum "A" to Capital Application

### A. Pre-Purchase Checklist for Facility (As-Is Condition)

(Submit with Capital Application for Purchase of a Facility)

Site: \_\_\_\_\_ Purpose: CTH II Day Program  
City: \_\_\_\_\_ Administration Other: \_\_\_\_\_

#### **Building Considerations:**

1. Building Size: \_\_\_\_\_ Heated sq. ft. Lot Size \_\_\_\_\_ acres Number of Floors \_\_\_\_\_
2. Year Built \_\_\_\_\_ Current Use \_\_\_\_\_
3. Zoning Type (Attach Documentation from Applicable Authority – See Addendum "C")  
Not Currently Zoned In City Limits? Yes No
4. Interior Features: Living Room Great Room Den Study  
Master BR Bedroom #2 BR #3 BR #4  
# Bathrooms \_\_\_\_\_ Kitchen Dining Room Laundry Other  
Exterior Features: Garage (Type: \_\_\_\_\_) Porch(es) Deck(s) Patio(s) Fenced Backyard
5. Overall Condition: Excellent Good Fair Poor
6. Roof Condition: Excellent Good Fair Poor  
Type Roof Age of Roof Any Evidence of Leaks?
7. Adequate Ventilation: Roof: Yes No  
Floor (Crawl Space): Yes No
8. Does structure meet code requirements? Yes No
9. Moisture present in crawl space? Yes No  
Any mildew on structural members? Yes No
10. Insulation Thickness: Attic inches: Floor inches:  
Type-Batt Blown
11. Bedroom Windows: Maximum Vertical Opening Meets DDSN Licensing Standards? Yes No? Why?  
Maximum Opening Height (inches): Master BR \_\_\_\_\_; BR #2 \_\_\_\_\_; BR #3 \_\_\_\_\_; BR #4 \_\_\_\_\_  
Sill Height (inches): Master BR \_\_\_\_\_; BR #2 \_\_\_\_\_; BR #3 \_\_\_\_\_; BR #4 \_\_\_\_\_  
Type? (ex: wood, aluminum, clad wood) \_\_\_\_\_ Insulated Glass? Yes No
12. Handrails at grade separations? Yes No  
Any grade changes in floor elevation? Yes No
13. Handicap Accessibility: Steps at entrance/exit? Yes No  
Entrance/exit door widths: inches Corridor width (inches)  
Bedroom Doors' width inches Bathroom doors' width inches  
Can doors be widened easily? Yes No  
Grab bars at toilet? Yes No At tub/shower? Yes No
14. Finishes: Walls Ceilings Floors  
Exterior: Brick Wood/Masonite Vinyl Siding Stucco  
Trim: Painted Vinyl/Aluminum
15. List any outstanding features of this facility:

## Addendum "A" to Capital Application (Pre-Purchase Checklist, page 2)

16. Evidence of damage to facility caused by termites, beetles, water, etc.? Yes (explain) No

### Mechanical/Electrical Systems:

1. HVAC system: Heat pump Electric heat Gas Heat Oil Heat  
If oil heat ever existed, has any tank been removed?  
Central Air Conditioned? Yes No Age of System?
2. Electrical system: Condition of fixtures  
Condition of wiring Main service panel size amps
3. Water heater: Size gals. Age years Fuel  
Mixing valve to temper hot water temperature? Yes No  
If gas water heater, is vent through roof properly installed? Yes No
4. Life safety: Smoke/Heat Detector? Yes Battery Operated? Yes No  
Fire extinguishers? Yes No Emergency Lights? Yes No  
Any open - flame appliances? (ex: fireplace) Yes No
5. Is natural gas available? Yes No

### Other Site Considerations:

1. Public water? Yes No Public sewer? Yes No  
Well? Yes No Private or Shared?: \_\_\_\_\_
2. Paved access road? Yes No Paved driveway? Yes No
3. Which fire department provides service?  
Distance to property? \_miles Closest fire hydrant? \_feet
4. Property in flood zone? Yes No If yes, which?\_  
Is property well drained? Yes No  
Does surrounding property drain across site? Yes No  
Is elevation of property higher than the street? Yes No
5. Character of neighborhood? Residential Commercial  
If residential, is there any indication that this land was ever used for commercial or industrial purposes?  
If so, obtain a Phase I Environmental Study and submit to central office with capital application.

### General:

1. Any desired/required renovations or repairs to the facility at the present time? Yes No  
Within next 1 - 2 years? Yes No  
If so, give brief description and cost estimate (reflect this at Question 9 (page 2) also).
2. Any ancillary structures on site? To remain?

**Note:** When submitting capital application, an appraisal done by a certified appraiser must be included for all purchases. Also, a report done by a qualified building inspector should be submitted.